

GUIDELINES FOR ASSIGNMENTS

Assignments constitute an important component of each course evaluation. Submission of assignment for each course is mandatory to complete the course. The Grade that you get in your assignments will be counted in your final result. The assignment is of 40 marks and the candidate has to secure a minimum of 20 marks to qualify, qualifying marks are 50 percent. Therefore, you are advised to take your assignments seriously. You need to complete one assignment for each course in every semester. You will not be allowed to appear for the term-end examination for any course if you do not submit the assignments in time for that course and therefore, are requested to submit the assignment online within the stimulated timeline.

Objectives

The main objectives of the assignment are –

- To have a better understanding of the theories and concepts covered in the course
- To have an in-depth analysis and synthesis on the subject
- To help the candidates to relate with the theoretical inputs to field and job situation

Selection and content of assignments

- A list of topics is provided at the webpage of the program under icon 'Assignment (1st Semester)'. You have to select any two topics/questions out of this list for the assignment for each course based on your interest and its utility to you. Each question will carry 20 marks, i.e. total assignment will be of 40 marks.
- Mention the topic before you start your explanation/ writing for a particular topic so that it facilitates the examiner in understanding which topic/question is attempted by the candidate
- The assignment should cover various facets and components with specific details and illustrations.
- You should analyse and synthesize various facets on the topic and come out with conclusions and suggestions to utilize the given concept/theme.
- It should also reflect how a warehouse operator can make use the selected theme in various contexts of the job situations.
- It will be useful to highlight the various issues involved in the operationalization of the concept, wherever necessary.
- Ultimately, writing the assignments should help you to end up with an in-depth understanding of the subject and also enhance your competencies to utilize the concept/theme in effective operation of different agri-warehousing activities.

Specifications for writing the assignment

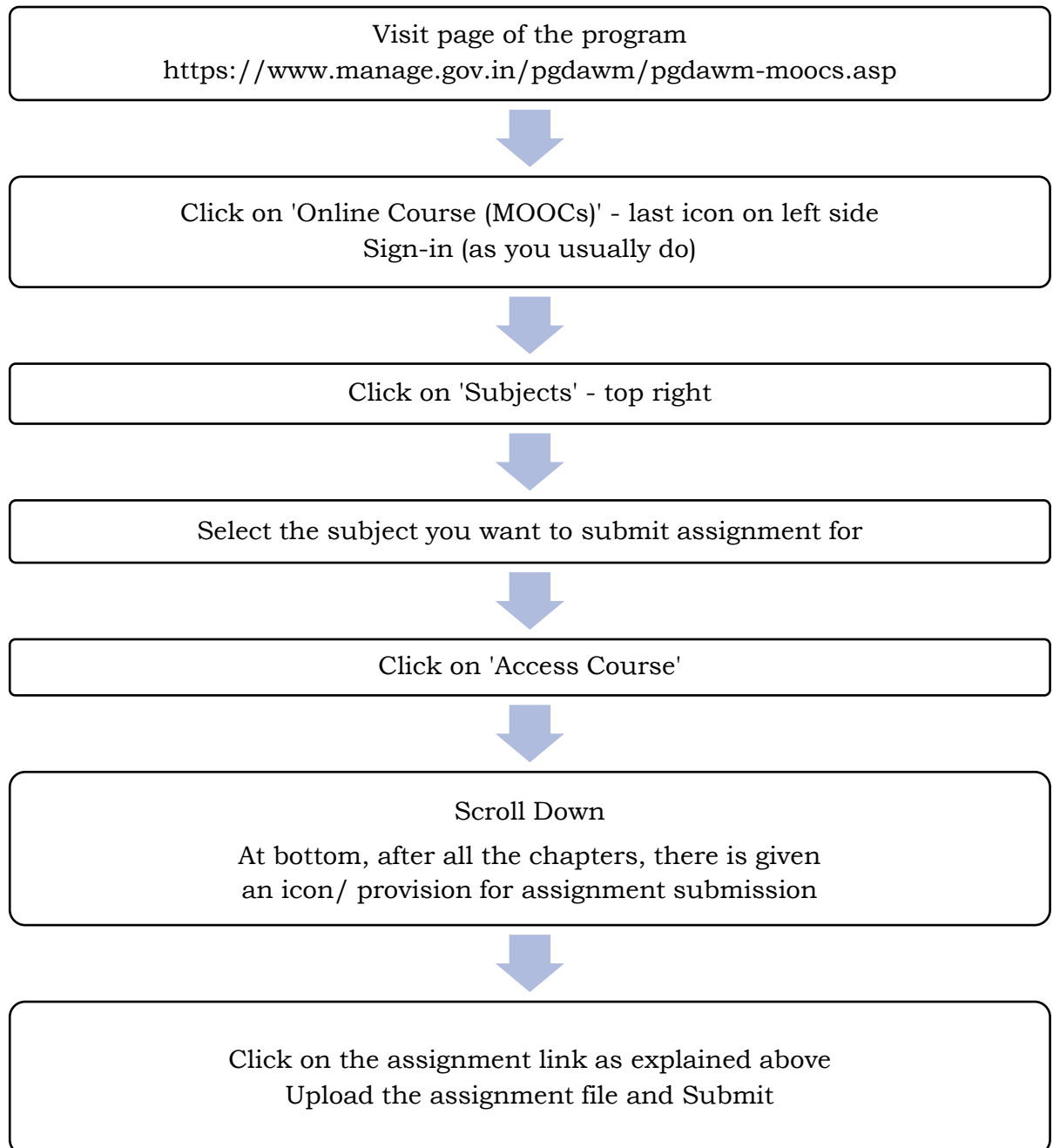
- Each question of the assignment should not be answered in more than 800 – 1000 words and should not exceed 3 pages. So total assignment is required to be completed within 1600 – 2000 words and 5-6 pages.
- You may refer to various field study reports, annual reports, program evaluation reports, observations of experts and other sources relevant to answer the questions. The list of references should be clearly quoted at the end of the assignment.

Guidelines for writing the assignments

- The first page of assignment should have information like, your name, your ID number, your batch number and subject code with name.
- The study material provided to you in PDF form through MOOCs platform will be helpful for writing the assignments. However, literature review, field experience and observations, if any, would add value to it. Thus, combining conceptual aspects of the course with practical and field reflection will ensure good outcome.
- Make sure that it is presented in a logical manner and has clear connection between paragraphs.
- Use only A 4 size page for typing your assignments.
- Assignments are to be submitted in type-written form.
- Do not copy from the assignments of other candidates. Assignments found to be copied/ duplicate will be rejected.
- Write each assignment separately for each course. Eg. for Semester-I, you have to write 4 assignments i.e. a separate assignment for each of the four subjects i.e. AWM 101 to 104. Similarly, for Semester-II, you have to write five assignments i.e. a separate assignment for each of the five subjects i.e. AWM 201 to 205.
- For your own record retain a copy of each assignment that you submit.
- The Assignment topics are available under the icon 'Assignment (1st Semester)' provided on the webpage of the PGDAWM program (<https://www.manage.gov.in/pgdawm/pgdawm-moocs.asp>)
- The assignments should be completed in all respects as per guidelines.
- ***The completed assignments are to be uploaded in the MOOCs online website.***

Process for online submission

The assignment is to be submitted online, the process is –



Note

As submission of assignments is pre-requisite to appear for the examination, you have to submit the assignment of each course one month before the semester examination of that particular course or as per the timeline suggested.

Instructions for submitting the assignments

Write your Admission/ ID Number, Name, Course Code, Course Title, Signature and Date.

The first page of your assignment sheet should look like as below:

Admission/ ID No.

Name

Batch No.

Semester I/II

Course code

Course title

Signature

Date